

CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 05/25/99
AGENDA ITEM _____
WORK SESSION ITEM WS#2

TO: Mayor and City Council
FROM: Finance and Internal Services Director
SUBJECT: Master Fee Schedule For 1999-2000

RECOMMENDATION:

It is recommended that the City Council review and comment on the following report regarding the Master Fee Schedule for 1999-2000.

BACKGROUND/DISCUSSION:

Each year, staff reviews the Master Fee Schedule to ensure that the various fees and service charges are appropriate and within State Guidelines. A review was conducted for the 1999-2000 budget year and based on that process several changes are recommended for Council's consideration.

The recommendation contained in this document has been developed pursuant to applicable Government Codes and the City's fee recovery policy. Changes to the Master Fee Schedule are explained in detail under departmental narratives that follow. For ease of reference, all fee changes to the Master Fee Schedule are in table form after the departmental narrative. The summary table gives a brief description, current fee, proposed fee, cost recovery amount, and the average of what other cities charge for a similar service, where applicable.

The current fee represents the amount adopted by Council. The proposed fee is staff's recommendation. The cost recovery is the total direct and indirect cost of the service. The other cities cost is an average of the City of Oakland, City of San Leandro and City of Berkeley charge for a similar service.

A complete copy of the current Master Fee Schedule is on file in the City Clerk's Office. The current Master Fee Schedule has all changes adopted by the Council during the current fiscal year, including cost of living adjustments to certain fees provided for by earlier Council action.

The following are descriptions by department of the requested fee changes.

COMMUNITY AND ECONOMIC DEVELOPMENT

A new fee is proposed for landscape inspection. The purpose of the fee is to recover city labor and material costs for inspecting landscape installation for compliance with landscape codes and city-approved plans.

Another new fee that is being proposed is the Technology Permit Surcharge. The City has experienced an increase demand for faster permit processing and user's access to computerized information of specific permits. Many developers have expressed an interest in a faster permit processing system to avoid time delays, which are costly to the development process. After a study of available technology, staff has determined that an efficient permit processing system would cost about \$300,000. To ensure user costs are allocated fairly, staff proposes a two-tier fee structure to cover the technology cost of processing permits. The first tier would be based on the building permit valuation of \$25,001 to \$100,000. The second tier would be based on the building permit valuation of \$100,001 and more. Building permit valuations under \$25,000 would not be charged. It is estimated this fee structure will generate about \$150,000 annually. The cost of the permit technology system will be covered in 2-years and it is recommended the fee sunset by July 1, 2001.

The Building Division is requesting the adoption of penalties for certain inspections. The penalty charges are to encourage service users to comply with City ordinances and inspection codes. The enforcement penalties are proposed to recover the City's cost of inspecting non-comforting conditions. Below is a list of the proposed changes.

Fee Description:	Current Fee:	Proposed Fee:	Cost Recovery:	Other Agencies
Planning Division:				
Landscape Inspection	New	\$90 /Inspection \$50/Re-inspection	\$90/Inspection \$50/Re-inspection	\$ 75.00 \$ 57.00
Technology Permit Surcharge:				
Building Valuation: \$25,001 to \$100,000	New	\$100.00	N/A	N/A
Building Valuation: \$100,001 & More	New	\$250.00	N/A	N/A
Building Valuation: under \$25,000	New	None	N/A	N/A
Building Division:				
Comm. Preservation Violation	New	\$125 Penalty only	\$250.00	N/C
Additional Inspections	New	\$45.00 Penalty	\$ 90.00	N/C
Weed Abatement Re-inspection	New	\$ 90.00 & \$ 45.00 Penalty	\$ 90.00	N/C
Request For 2 nd Extension	New	\$ 50.00 Penalty	N/A	N/C
Survey Inspection No Access 2 nd Time	New	\$100.00 Penalty	N/A	N/C

Survey Inspection No Access 3 rd Time	New	\$200.00 Penalty	N/A	N/C
Survey Inspection No Access 4 th Time	New	\$300.00 Penalty	N/A	N/C
Re-inspection Progress Check No-Access 2 nd Time	New	\$100.00 Penalty	N/A	N/C
Re-Inspection Progress Check No Access 3 rd Time	New	\$200.00 Penalty	N/A	N/C
Re-Inspection Progress Check No Access 4 th Time	New	\$300.00 Penalty	N/A	N/C

FINANCE AND INTERNAL SERVICE DEPARTMENT

The proposed annual changes to the assessment district fees are in accordance with bond issuance agreements, which state that fees will be adjusted annually based on the consumer price index or 5 percent whichever is less. The proposed adjustment is 3.8 percent, which is based on the consumer price index for the Bay Area.

The rental rates for Centennial Hall have not been changed since fiscal year 1995-1996. The proposed rate increases is 3 percent above existing rates rounded up or down to the nearest whole \$5.00 increment. These proposed rate changes are to partially recognize the Bay-Area consumer price index.

Fee Description:	Current Fee:	Proposed Fee:	Cost Recovery:	Other Agencies:
Assessment Fees:				
Establishment Fee	\$2,331.00	\$2,420.00	\$2,420.00	N/A
Administration Fee	\$2,219.00	\$2,303.00	\$2,303.00	N/A
Bond Call Fee	\$ 223.00	\$ 232.00	\$ 232.00	N/A
Centennial Hall:	Proposed Rate:	Proposed Rate:	Proposed Rate:	Proposed Rate:
	Non-Food or Beverage Drink	Non-Food or Beverage Drinks	Food and/or Beverage Drinks	Food and/or Beverage Drinks
	Commercial	Non-Commercial	Commercial	Non-Commercial
Hall A & B	\$1,940.00	\$1,165.00	\$2,005.00	\$1,360.00
Hall A or B	\$1,210.00	\$ 805.00	\$1,360.00	\$1,030.00
Room 1	\$ 125.00	\$ 115.00	\$ 145.00	\$ 140.00
Room 2	\$ 125.00	\$ 115.00	\$ 145.00	\$ 140.00
Room 3	\$ 125.00	\$ 115.00	\$ 145.00	\$ 140.00
Room 4	\$ 390.00	\$ 375.00	\$ 570.00	\$ 515.00
Room 5	\$ 80.00	\$ 80.00	\$ 95.00	\$ 90.00
Room 6	\$ 280.00	\$ 260.00	\$ 365.00	\$ 350.00
Room 7	\$ 200.00	\$ 195.00	\$ 275.00	\$ 260.00
Room 8	\$ 160.00	\$ 150.00	\$ 195.00	\$ 190.00
Patio	\$ 190.00	\$ 165.00	\$ 240.00	\$ 220.00

Mezz A & B	\$ 165.00	\$ 160.00	\$ 215.00	\$ 200.00
Mezz A or B	\$ 130.00	\$ 115.00	\$ 155.00	\$ 200.00
Room 7 & Patio	\$ 320.00	\$ 305.00	\$ 390.00	\$ 375.00
Room 8 & Patio	\$ 285.00	\$ 270.00	\$ 355.00	\$ 335.00
Room 7,8 & Patio	\$ 440.00	\$ 420.00	\$ 605.00	\$ 570.00

LIBRARY DEPARTMENT

The library operations proposed 6 changes to existing fees, which includes 5 administrative changes and 1 fee increase. The 5 administrative changes are related to the wording of overdue fines. Staff proposed 4 changes to the wording from maximum with a dollar amount to maximum-cost of the item. The fifth administrative change is changing the wording of notification by postcard to notification by mail.

The video- cassette- tape overdue fee is currently \$0.10/per day. Staff proposed changing the fee to \$1.00/per day to recover the actual cost of processing overdue materials.

Description:	Current Fee:	Proposed Fee:	Cost Recovery:	Other Agencies:
Print Material	Maximum-\$6.00	Maximum-Cost of Item	Cost of Item	Cost of Item
Video Tapes	Maximum-\$6.00	Maximum Cost of Item	Cost of Item	Cost of Item
Cameras	Maximum-\$30.00	Maximum Cost of Item	Cost of Item	Cost of Item
Reference Material	Maximum-\$21.00	Maximum Cost of Item	Cost of Item	Cost of item
Video Tapes	\$0.10 Per Day	\$1.00 Per Day	\$1.00 Per Day	\$2.00 Per Day
Reserve Book	By Post Card	By Mail	N/A	N/A

PUBLIC WORKS DEPARTMENT

Hayward Executive Airport:

It is City policy, to conduct a survey of other agencies' operating rates every 4-years. During the interim years, Hayward Executive Airport rates are adjusted based on 75% of the consumer price index. This represents a three-percent increase over last year's fees. The next survey is schedule for fiscal year 2001-2002. The following table reflects rate increases for 1999-2000.

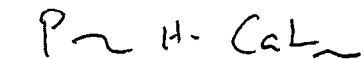
Fee Description:	Current Rate:	Proposed Rate:	Policy Recovery	Other Agencies
Row "A" T-Hanger	\$ 169.00	\$ 174.00	\$ 174.00	Based on Policy
T-Hangers	\$ 236.00	\$ 243.00	\$ 243.00	Based on Policy
Large T-Hanger	\$ 347.00	\$ 357.00	\$ 357.00	Based on Policy

Executive Hanger	\$ 736.00	\$ 758.00	\$ 758.00	Based on Policy
Small Hanger Room	\$ 48.00	\$ 50.00	\$ 50.00	Based on Policy
Medium Hanger Room	\$ 63.00	\$ 65.00	\$ 65.00	Based on Policy
Large Hanger Room	\$ 120.00	\$ 124.00	\$ 124.00	Based on Policy
Extra Large Hanger Room	\$ 154.00	\$ 159.00	\$ 159.00	Based on Policy

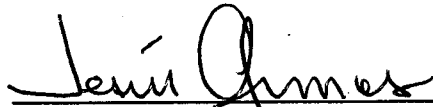
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